

## **MATOC Solicitation Number: 06-0001-24**

### **Technical Support Services for ONR Global**

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contract (MATOC) for support services under CLIN 0001 (Technical, Programmatic and Engineering Services) are due by 26 September 2006 at 2:00 PM (local), with an expected award date of 11 October 2006.

#### **1.0 Background**

The Office of Naval Research Global (ONR Global or ONRG) has worldwide responsibility for seeking out and developing collaborative science and technology (S&T) opportunities and for understanding and assessing the pace and direction of international S&T for the U.S. Office of Naval Research. Additional information on ONRG can be found at [www.onrglobal.navy.mil](http://www.onrglobal.navy.mil). This particular requirement is for technical support services in developing a global snapshot of S&T capacity. The contractor will be responsible for providing a map, along with the supporting raw data, depicting S&T capacity worldwide. This is a new requirement with no prior procurement history.

#### **2.0 Statement of Work**

##### **2.1 Objective**

This requirement is for technical support services for rapid development (maximum timeline of 4 months) of a specific global assessment of countries' scientific and technological capacities, in the interest of identifying the potential for a country to present both collaboration opportunities, as well as the potential to present the United States with "technology surprise". The ONRG is looking for a technical services provider with research and analysis capabilities as well as a strong understanding of international research activities and quick access to broad data sources for fast assessment development. Potential difficulties may be encountered where data is not available or is unreliable for some countries. This uncertainty is unavoidable and will be noted in the assessment where encountered.

##### **2.2 Scope**

The project purpose is to develop key criteria (indicators or determinants of S&T capacity) for the assessment and to outline the sources of information to support this assessment. The data will be provided in raw form to ONRG, thresholds will be determined for prioritization of S&T capacity, and all countries will be assessed and ranked.

##### **2.3 Technical Tasks/Requirements**

The first step will be to determine key criteria, either indicators or determinants of S&T capacity. These criteria will be agreed to with ONRG and sources of information will be outlined. These sources may include a wide range of open source data including OECD and NSF data as well as less visible country data available through embassies, etc. After the criteria and sources are delineated and agreed to by ONRG, the contractor will gather country-specific data on each criterion and provide this to ONRG. After data is compiled, an assessment will be done to place countries in "tiers" of S&T capacity. The contractor will do a search of the literature to determine if there are any standard "thresholds" associated in the S&T community with the criteria being used before allocating countries to "tiers". The tiers will include high, medium, and low capacity (based strictly on the data collected and documented), and will be graphically represented in a color-coded map of the world.

##### **2.4 Reports Data and Other Deliverables**

The contractor shall provide 3 written reports to the Associate Director for International S&T Policy (ONRG London). The first report will detail the criteria to be used for determining S&T capacity and the sources of

information that will be tapped to compile that information. The second report will include a table of raw data for each separate criterion, sorted high to low. The third report will include an explanation of how thresholds were determined and it will include several maps of the world. There will be a map for each individual criterion, showing how countries compare based on one single measure. There will also be a color-coded map that takes all criteria into account, associates tier rankings with each one, and displays that graphically by high, medium, and low capacity. The contractor will also provide a final oral presentation of the project for the ONRG London command upon completion of the project. The contractor shall provide oral reports to the Associate Director for International S&T Policy (ONRG London) and to the Commanding Officer (ONRG London) as requested during the course of the project.

### **3.0 Personnel Requirements**

#### **3.1 Personnel Qualifications**

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. There is only one definite labor category title. This title is a Senior Analyst or equivalent. The other labor categories will be in support of this individual. The offerors are given flexibility on the type of supporting personnel that will be used. The following skill sets are anticipated to support the tasks:

3.1.1 All personnel must be thoroughly familiar and proficient in the collection and analysis of disparate types and sources of data and information.

3.1.2 Senior Analyst or Equivalent: Should possess at least a PhD degree in a field related to International Policy from an accredited college or university and five years of experience in international affairs and analysis. The candidate should have excellent skills in collection and assessment of diverse types and sources of information. Candidate should have demonstrated competence in security related technology analysis.

**3.2 Order Type:** A cost plus fixed fee completion task order will be awarded.

### **4.0 Order Details**

**4.1 Contract Types:** The Navy anticipates awarding a cost plus fixed fee completion task order.

**4.2 Period of Performance:** The period of performance for this order is from date of contract award through four months.

#### **4.3 Other Direct Costs (ODCs)**

ODCs (including travel supplies, etc) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$7,500.00 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel including per diem is not to exceed (NTE) \$10,000.00 and the total non-travel ODC amount is not to exceed (NTE) \$2,500.00.

**4.3.1 Travel and Per Diem:** Travel may or may not be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

**4.3.2 Other Direct Costs (Other than Travel and Per Diem):** ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC and Travel cost total cannot exceed the NTE amounts stated in Section 4.3.

**4.4 Place of Performance:** Work will be performed both at the contractor's facility and at the ONRG London facility as needed.

**4.5 Government Furnished Resources (GFR);** The Government will provide information, material and forms unique to the Government for supporting this task. Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

**4.5.1 Facilities, Supplies and Services:** The facilities required to perform the tasks outlined in the Statement of Work will be both at the contractor's facility and at ONRG London.

**4.5.2 Information:** All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

**4.5.3 Documentation:** All existing documentation relevant to this task's accomplishment will be made available to the contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

**4.5.4 Equipment:** With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities.

**4.6 Subcontracts/Consultants and Associated Fixed Fee:** The contractor may request or propose, on a case-by-case basis, subcontracts/consultant support for specific technical tasks. The prime offeror shall not propose any more than 1.0% of fixed fee on the subcontractor amount that is included in their proposal.

**4.7 Security Requirements:** In the course of this work, the selected contractor will be required to execute a Nondisclosure Agreement (NDA) as outlined in Section 5.2.1 of this solicitation

**4.8 Organizational Conflict of Interest:**

**4.8.1 Safeguarding Information**

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

The contractor agrees that, during performance of the contract resulting from this order solicitation and for a period of two years after the completion of its performance of the contract, the contractor, any affiliate of the contractor, any joint venture involving the contractor, or any entity into or with which the contractor has

formed a contractual relationship, shall not participate as a prime contractor, subcontractor, consultant, joint venture, partner, or participate in any Government contracts, grants, partnerships, programs, or other agreements that would perform work under the ONR 32 ASW Programs worked upon by the contractor as a result of selection for this proposal. Contractors would remain eligible to compete for additional work on 32 ASW program support efforts should such be advertised.

## **5.0 Proposal Requirements**

**5.1 Proposal Format:** The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and separable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

a. **Technical Proposal:** The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate.

b. **Cost Proposal:** The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the proposal (it can be submitted in sealed envelope) or mailed separately before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

**5.2 Other Required Documents:** Offeror should be aware that, upon receiving an award, the following additional documentation will be required:

**5.2.1 Non-Disclosure Agreement.** Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

**5.3 Proposal Submission:** The due date for receipt of proposals for this solicitation is no later 2:00 PM (Local Time) on 26 September 2006. All proposals must be uploaded electronically via the "[Upload Proposals](#)" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

## **6.0 Evaluation Information**

**6.1 Evaluation Criteria:** A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. Best value is the outcome of any acquisition that ensures the Government meets the customer's needs in the most effective, economical, and timely manner. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following:

### Technical Factors

- (1) Management Plan and Technical Approach
- (2) Proposed Personnel
- (3) Past Performance on earlier tasks under this and similar contracts

### Price/Cost Factors

- (1) Total cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors. The Offeror's technical capability (as measured by the Technical Factors) is of the most importance. In regards to the stated Technical Factor, Technical Factor 1 is of the greatest weight, and Technical Factors 2 through 3 are equally weighted. In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts. Cost factors are important but of less importance than the weight assigned to the overall technical assessment.

**6.2. Award:** The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is 11 October 2006.

**7.0 Submission of Questions:** Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

**8.0 Solicitation Amendments:** Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

**9.0 Point of Contact:** The Point of Contact for this solicitation is Brian Kehoe, kehoeb@onr.navy.mil, Phone 703-588-0610.

**Attachment A: Non-Disclosure Agreement Regarding Contractor Support  
for the Office of Naval Research**

The undersigned individual, \_\_\_\_\_, agrees, both in his personal capacity and as an employee of \_\_\_\_\_ as follows:

**BACKGROUND**

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
  - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
  - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
  - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
  - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
  - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
  - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.
2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

## AGREEMENT

i. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative<sup>1</sup> any information<sup>2</sup> relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.

ii. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Concurrence by the employer:

Supervisor/Manager Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

<sup>1</sup> Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

<sup>2</sup> This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files